

Mayor Charles "Skip" Lee called a meeting of the Sterling City Council to order at 6:30 pm on Monday, April 18, 2016. Roll call. Present: Aldermen Bob Conklin, Retha Elston, Joe Martin, Chris Schuchard, John Stauter, and Chris Wilen. Absent: None.

Also present were City Attorney Ron Coplan, City Manager Scott Shumard, Finance Director Cindy Von Holten, Fire Chief Gary Cook, Acting Police Chief Tim Morgan, Superintendent of Public Works Brad Schrader, and City Clerk Marie Rombouts.

The Pledge of Allegiance was recited.

Alderman Elston made a motion to approve the Consent Agenda as follows:

- A) City Council Minutes of April 4, 2016
- B) Bills and Payroll totaling \$456,738.27
- C) Close the 500 block of Second Avenue for July Fourth Celebration at Amazing Grace Church
- D) Refer Petition to Plan Commission from Timothy Hibbard, owner of 224 East Third Street and 307 Third Avenue to vacate 25' of the westerly right-of-way of Third Avenue from East Third Street to Brinks Circle and an additional 5' from the façade of 311 Third Avenue to the back of the existing curb on Brinks Circle
- E) Refer Petition to Plan Commission from Gregory and Barbara Majeski, owners of 1702 and 1704 East Third Street to vacate 11' of the easterly right-of-way of 17th Avenue from East Third Street to East Fourth Street
- F) Petition from Cystic Fibrosis Foundation to hold a Bucket Brigade on Saturday, April 30, 2016

The motion was seconded by Alderman Martin. Voting: Ayes – Aldermen Conklin, Elston, Martin, Schuchard, Stauter, and Wilen. Nays – None. Motion carried.

Alderman Elston made a motion to proclaim May as Motorcycle Awareness Month; seconded by Alderman Wilen. Voting: Ayes – Aldermen Conklin, Elston, Martin, Schuchard, Stauter, and Wilen. Nays – None. Motion carried. Mayor Lee read the proclamation into the record.

Alderman Elston made a motion to proclaim April 11 – 15, 2016 as the Week of the Young Child; seconded by Alderman Schuchard. Voting: Ayes – Aldermen Conklin, Elston, Martin, Schuchard, Stauter, and Wilen. Nays – None. Motion carried. Mayor Lee read the proclamation into the record.

Mayor Lee asked for updates on the Strategic Plan. Aldermen Elston and Wilen shared photos of the gateways to the City, including the wooden signs and the Lawrence Brothers building. They suggested that the signs be replaced and landscaping be installed. They also suggested that the windows be taken out of the Lawrence Brothers

building, board them up, and paint them. Alderman Martin suggested something be used to make it look like a building façade. Alderman Conklin felt removing the windows would be the first improvement.

Elston and Wilen continued with the Grandon Center. Their first suggestion was to remove the dead pine trees this year. They suggested raising funds for handicapped bathrooms, lighting, and paint.

Alderman Stauter reported that he had been working Superintendent Schmidt to find an alternative to dispose of electronics.

Alderman Schuchard reported on communications. He suggested a spreadsheet from Google docs with brief descriptions of projects that can be editable by department heads. For the public information, Schuchard suggested a phone app that would send out information.

Aldermen Conklin and Martin reported on their topic of Neighborhood Life. They believe WeCAN is important to help with pro-active measures. The Police Department is working on the reactive side because of the officer shortage. They expressed interest in the tool boxes and may use it as a carrot for neighborhoods participating in a Neighborhood Watch Program. Mayor Lee suggested neighbors getting to know four of their neighbors.

Mayor Lee suggested for communications that maybe we have casual meetings at a local restaurant and have an informal question and answer time.

Shirley Sharp asked if Sterling is considering videotaping their meetings. Manager Shumard stated that the cost would be between \$30,000 and \$40,000 and additional personnel would be needed.

Alderman Elston made a motion to approve **Ordinance #2016-4-3, An Ordinance Amending the FY 2015-16 Budget in the amount of \$928,162**; seconded by Alderman Schuchard. Voting: Ayes – Aldermen Conklin, Elston, Martin, Schuchard, Stauter, and Wilen. Nays – None. Motion carried.

Alderman Stauter made a motion to approve **Ordinance #2016-4-4, An Ordinance Adopting the Proposed FY 2016-17 Budget in the amount of \$32,742,180**; seconded by Alderman Martin. Alderman Stauter asked if any citizens had reviewed the budget or had any questions. Manager Shumard stated that no questions were submitted. Voting: Ayes – Aldermen Conklin, Elston, Martin, Schuchard, Stauter, and Wilen. Nays – None. Motion carried.

Alderman Elston made a motion to approve **Ordinance #2016-4-5, An Ordinance Amending the Monthly Charges for Garbage, Litter and Rubbish**; seconded by Alderman Wilen. Alderman Stauter confirmed this was year 6 of the contract with Allied

Waste. Voting: Ayes – Aldermen Conklin, Elston, Martin, Schuchard, Stauter, and Wilen. Nays – None. Motion carried.

Alderman Martin made a motion to approve **Ordinance #2016-4-6 An Ordinance Amending the Monthly Charges for Wastewater Service Charges**; seconded by Alderman Elston. Manager Shumard noted that even with this increase, Sterling's rates are considerably lower than surrounding communities. Because of dredging at the plant this year, no money will be added to the reserves for a future plant. Voting: Ayes – Aldermen Conklin, Elston, Martin, Schuchard, Stauter, and Wilen. Nays – None. Motion carried.

Alderman Schuchard made a motion to write-off the uncollectible accounts totaling \$19,162.88 for fiscal year 2015-16; seconded by Alderman Elston. Director Von Holten reported that the majority of the write-offs are from lawn mowing. 65% of these were written off when the City acquired properties through the BRP grant. Mayor Lee asked if the listing could be published in the paper. Manager Shumard reminded everyone of the cost to print in the newspaper. Alderman Martin asked if it is possible to attach a lien to a more valuable piece of property owned by the same person. Attorney Coplan stated that a court judgment would permit that. Alderman Stauter asked if we can flag these accounts so they cannot open another account. Director Von Holten stated that it would be very time consuming and the water company opens these accounts with new and relocating customers. Mayor Lee suggested putting the dead beat list on the City's website. Voting: Ayes – Aldermen Conklin, Elston, Martin, Schuchard, Stauter, and Wilen. Nays – None. Motion carried.

Alderman Stauter made a motion to approve **Ordinance #2016-4-7 Adopting Pay Plan for Fiscal Year 2016-17**; seconded by Alderman Martin. Council members thanked Manager Shumard for the good work he did on this pay scale. Voting: Ayes – Aldermen Conklin, Elston, Martin, Schuchard, Stauter, and Wilen. Nays – None. Motion carried.

Alderman Elston made a motion to approve the revised City of Sterling Personnel Manual; seconded by Alderman Martin. Alderman Stauter asked that the Personnel Manual be reviewed annually. Manager Shumard stated that many issues were updated, such as overtime, health insurance, immediate family, civil union, personal days, converted time from days to hours, donated sick leave, bereavement, electronic communications, tuition assistance, and veteran/school leave. All employees will receive a clean copy. Voting: Ayes – Aldermen Conklin, Elston, Martin, Schuchard, Stauter, and Wilen. Nays – None. Motion carried.

Alderman Martin made a motion to Place on File with the City Clerk the Redevelopment Plan for the East Central Business District and an Amendment to the West Central Business District; seconded by Alderman Elston. Voting: Ayes – Aldermen Conklin, Elston, Martin, Schuchard, Stauter, and Wilen. Nays – None. Motion carried.

Manager Shumard reported Martin and Company would expand the Sixth Avenue sewer project onto Fifth Avenue and Folkers Road.

Alderman Elston asked if we could put information on the website about the Green & Clean and state that we do not accept electronics. Manager Shumard hopes that the County will be more proactive on electronics.

Mayor Lee is very proud of the progress on the Strategic Plan.

The meeting adjourned to a study session at 7:34 pm for Chief Cook to give an overview on Disaster Preparedness.

Chief Cook stated the County has an electronic version of the Disaster Plan. It is a living document completed in 2012. It needs to be updated regularly. The City Plan dovetails into the County Plan. The most important part of the plan is the order of succession. Who can declare a disaster? An EOC (Emergency Operation Center) would be set up. The EOC would establish critical assignments for 12 hour shifts. Elected Officials and Department Heads should do the NIMS IS700 training, which introduces and explains duties. ISC100 is an introduction to incident command. The outdoor warning system is designed for outdoor warnings only. Chief Cook emphasized the importance of having a weather radio.

With no further business, the meeting adjourned at 8:21 pm.

Marie Rombouts
City Clerk